

CONFIDENTIAL

Chief, Administrative Services

29 January 1951

Deputy Assistant Director for Operations

Allocation of an additional Automobile for the Foreign Documents
Division, Office of Operations

REF : Memorandum dated 26 January 1951 to DAD/O from Deputy Chief, FDD,
subject as above (copy attached).

1. The Foreign Documents Division of this Office now has one automobile assigned for its use. The Division provides the driver for this vehicle.

2. In order to make more efficient use of FDD personnel who are dependent in part on transportation to perform their duties, and in order to avoid the necessity for such personnel using their private automobiles in the conduct of necessary official Agency business, it is requested that an additional automobile be assigned for FDD use.

3. It is also believed that much more efficient use of the transportation provided could be made and much less time of higher salaried employees devoted to chauffeur duties if a driver who could also be a clerk-messenger were provided in the FDD T/O. Such a position is therefore being requested, along with certain other changes, in a separate memorandum to the Deputy Director for Administration.

5/
L. K. WHITE

Att.

LKWhite:aca

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